

CIG ADMINISTRATIVE INSTRUCTIONS

1 of 1

SECRET

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Draft- [REDACTED] -10/31/49

CONFIDENTIALCENTRAL INTELLIGENCE AGENCY
Washington, D. C.**ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]****SUBJECT:** Retirement Deductions from ^{Confidential} Unvouchered Funds.**RESCISSION:** Administrative Instruction [REDACTED], dated 28 August 1947.

1. All employees paid from ^{Confidential} unvouchered funds are subject to retirement deductions as provided by law. The current deduction rate is 6% of ^{base} gross salary.

2. Normally employees may make deposits with the Treasurer of the United States to cover retirement deductions for prior government service. However, for security reasons, employees of CIA paid from ^{Confidential} unvouchered funds are prohibited from so doing until:

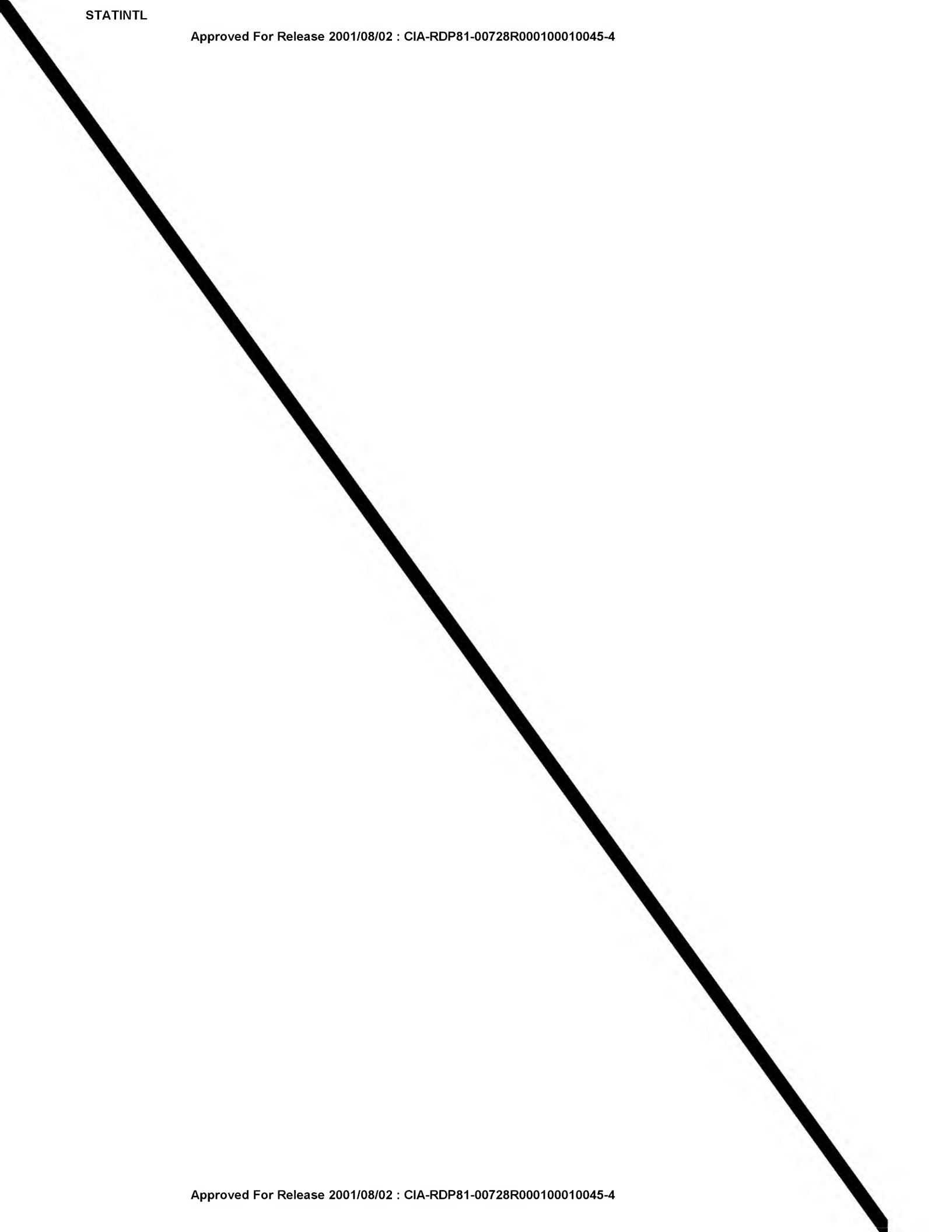
- a. Transfer is effected to a vouchered fund status within CIA.
- b. The employee resigns or is transferred from the Central Intelligence Agency.
- c. The employee retires.

3. Failure to make deposits for past creditable service will not deprive employees of credit for the service rendered but the annuity will be reduced by the amount such deposit would purchase. ~~Unless the employee elects to eliminate such service from credit under the retirement act.~~ Veterans are given full credit for military service without retirement ^{deposits for} deduction ^{which were not made} provided they have at least five years service exclusive of military service.

4. Additional information can be obtained from the Civil Service Commission Pamphlet "Recent Changes in the Federal Civil Service Retirement System" and from the Employees or Finance Divisions.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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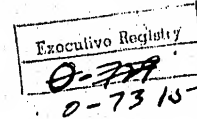
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REMARKS: <i>"Unvouchered" should be "Confidential"</i> <i>Serious question is raised since prohibition</i> <i>of deposits in Par. 3. could under certain</i> <i>circumstances deprive employee or his</i> <i>beneficiary of rights to which legally</i> <i>entitled.</i>															
SECRET <u>CONFIDENTIAL</u> RESTRICTED UNCLASSIFIED															
FORM NO. 30-4 SEP 1947															

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Draft- [REDACTED] 10/31/49

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]SUBJECT: Retirement Deductions from ^{Confidential} ~~Unvouchered~~ Funds.

25X1A

RESCISSION: Administrative Instruction [REDACTED] dated 28 August 1947.

1. All employees paid from ^{Confidential} ~~unvouchered~~ funds are subject to retirement deductions as provided by law. The current deduction rate is 6% of ^{base} ~~gross~~ salary.
2. Normally employees may make deposits with the Treasurer of the United States to cover retirement deductions for prior government service. However, for security reasons, employees of CIA paid from ^{Confidential} ~~unvouchered~~ funds are prohibited from so doing until:
 - a. Transfer is effected to a vouchered fund status within CIA.
 - b. The employee resigns or is transferred from the Central Intelligence Agency.
 - c. The employee retires.
3. Failure to make deposits for past creditable service will not deprive employees of credit for the service rendered but the annuity will be reduced by the amount such deposit would purchase. ~~unless~~ ^(the employee leaves out and elects to eliminate such service from credit under the retirement act.) Veterans are given full credit for military service without ^{deposits for} ~~retirement~~ deduction ^{which were not made} provided they have at least five years service exclusive of military service.
4. Additional information can be obtained from the Civil Service Commission Pamphlet "Recent Changes in the Federal Civil Service Retirement System" and from the Employees or Finance Divisions.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE: [REDACTED]

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

25X1A

SUBJECT: Retirement Deductions from Unvouchered Funds.

25X1A

RESCISSION: Administrative Instruction [REDACTED] dated 28 August 1947.

CONCURRENCES:

25X1A

[REDACTED]
Personnel Director

10/31/49.
Date

25X1A

Deputy [REDACTED]
Budget Officer

10/31/49
Date

25X1A

Chief, Special Support Staff
as changed

Date

25X1A

[REDACTED]
Chief, Administrative Staff
Attention: [REDACTED]

10/31/49
Date

General Counsel

Date

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UNCLASSIFIED <small>(SENDER WILL CIRCLE CLASSI)</small>	RESTRICTED	<u>CONFIDENTIAL</u> <small>(TOP AND BOTTOM)</small>	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1	<i>Chief Special Support</i>	[REDACTED]	11/3
2	<i>Management Office</i>	[REDACTED]	
3	[REDACTED]		
4	[REDACTED]		
5	[REDACTED]		
FROM		INITIALS	DATE
1	<i>Finance Division</i>	<i>FJB</i>	11/2/49
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REMARKS: *Concur with changes indicated.*
change word "Gross" to "Base" as overtime, Foreign differentials etc. are not subject to Retirement deductions.
Confidential Funds Regulations uses terminology "Confidential Funds" NOT "Unvouchered". Suggest using standard terminology to avoid confusion.

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FORM NO. 30-4
SEP 1947

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Draft- [REDACTED] 10/31/49

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

25X1A

SUBJECT: Retirement Deductions from ^{Confidential} Unvouchered Funds.

RESCISSION: Administrative Instruction [REDACTED] dated 28 August 1947.

1. All employees paid from ^{Confidential} unvouchered funds are subject to retirement deductions as provided by law. The current deduction rate is 6% of ~~gross~~ ^{BASE} salary.

2. Normally employees may make deposits with the Treasurer of the United States to cover retirement deductions for prior government service. However, for security reasons, employees of CIA paid from ^{Confidential} unvouchered funds are prohibited from so doing until:

- a. Transfer is effected to a vouchered fund status within CIA.
- b. The employee resigns or is transferred from the Central Intelligence Agency.
- c. The employee retires.

3. Failure to make deposits for past creditable service will not deprive employees of credit for the service rendered but the annuity will be reduced by the amount such deposit would purchase (~~unless the employee elects to eliminate such service from credit under the retirement act.~~) Veterans are given full credit for military service without retirement deduction provided they have at least five years service exclusive of military service.

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4. Additional information can be obtained from the Civil Service Commission Pamphlet "Recent Changes in the Federal Civil Service Retirement System" and from the Employees or Finance Divisions.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

CONFIDENTIAL

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer

FROM : Acting Chief, Special Support Staff

DATE: 25 October 1949

SUBJECT: Revision of Administrative Instruction [REDACTED]

Discussed proposed Administrative Instruction [REDACTED] with the Employees Division and the Finance Division and we are of the opinion that the proposal made by the Management Office is not in sufficient detail.

The draft previously submitted by Mr. Saunders covers the matter fully and would avoid many questions concerning retirement by the employees of OSO and OPC.

[REDACTED]

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(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

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☐ CONCURRENCE ☐ RECOMMENDATION ☐ FILE

REMARKS: You may want Employees Div to coordinate this before forwarding to Management. I assisted in preparation of original draft dated 7 Sept and Budget Officer's memo of 13 Oct therefore agree with both. Please return original draft to me (dated 7 Sept) before forwarding.

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FORM NO. 30-4 SEP 1947 Other documents to Management. Thank U.T.

UNCLASSIFIED RESTRICTED CONFIDENTIAL **SECRET**
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIPB.O. 4
Oct 4
J.M.

TO	INITIALS	DATE
1 Chief, Finance Division Special Support Staff Attn: [redacted]		
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☐ CONCURRENCE ☐ RECOMMENDATION ☐ FILE

REMARKS: The attached is being forwarded to permit you to discuss the problem with [redacted] in accordance with your conversation with [redacted] of yesterday.

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FORM NO. 30-4 SEP 1947

STANDARD FORM NO. 64

SECRET

Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer
Thru: Chief, Special Support Staff
FROM : Budget Officer

DATE: 13 October 1949

SUBJECT: Revision of Administrative Instruction [REDACTED]

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1. We have reviewed the re-draft of Revised Administrative Instruction [REDACTED] which was prepared by your office, based upon a draft previously submitted by this office. Our draft was prepared in considerably more detail for the purpose of forestalling questions which would otherwise be presented by many individuals if full explanation was not contained in the Instruction and to give Branch chiefs and operating officials an appropriate reference in handling related problems or questions. Retirement benefits are naturally of vital concern to most employees and it takes a great deal of time in handling personal inquiries.

2. We believe that much time can be saved by issuing the more detailed Instruction. Accordingly, we request that you reconsider our original draft dated 7 September 1949.

3. In connection with the original draft, attention is directed to the need for changing, due to the reorganization, the terminology in the last sentence of paragraph 8 to read, "Official inquiries may be directed to the applicable personnel and payroll branches of the Agency". A similar change in organizational terminology should be made in paragraph 4 of the original draft.

[REDACTED]
E. R. SAUNDERS

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP				
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1	Chief, Confidential Funds Branch			
2	<i>Attention</i> [REDACTED]			
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FROM		INITIALS	DATE	
1	Deputy Budget Officer	<i>R2W</i>	<i>10/4/49</i>	
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<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input checked="" type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input type="checkbox"/> RETURN</div> <div style="width: 33%;"><input checked="" type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div> <p>REMARKS: The attached redraft of the proposed revision to Administrative Inst. [REDACTED] is being forwarded for your consideration. I would appreciate your reaction to the Management Office version of the Instruction and after discussion with you, we can send our coordinated remarks to the Management Office.</p>				
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FORM NO. 30-4 SEP 1947				

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RESCISSION: Administration Instruction [REDACTED] dated
28 August 1947

ILLEGIB

1. [redacted] Agency employees [redacted] paid from unvouchered funds, except temporary employees; i.e., those employed for specific periods of less than one year, are subject to the U. S. Civil Service Retirement Act of 22 May 1920, as amended, (5 U.S.C.A. 691-738). (A temporary employee, also, shall be subject to the Act if he is employed by the Agency without a break in other Government service covered by the Act.)

2. An employee paid from unvouchered funds may not obtain credit for past Government service which is not covered by retirement deductions until ~~after~~ he ~~has~~ ~~been~~ transfer^sed to a vouchered funds payroll or resigns from the Agency. To obtain credit for past service an employee should submit Standard Form 103 to the Civil Service Retirement Division which will notify the individual of the amount due.

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3. Additional information can be obtained from the Civil Service Commission pamphlet, "Recent Changes in the Federal Civil Service Retirement System," and from the Personnel Division or the Fiscal Division.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

DISTRIBUTION: A.

CONFIDENTIAL

Captain, USN
Executive

reb

ILLEGIB

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

R-2 Mr. 4

ADMINISTRATIVE INSTRUCTION
NUMBER

SECRET

7 September 1949

SUBJECT: Retirement Status of Persons Paid from Unvouchered Funds

REVISIONS: Administrative Instruction [REDACTED] dated 28 August 1947; CIA
Notice Number [REDACTED], dated 23 March 1949

APPLICATION

1. ~~This memorandum will apply to all employees who are paid from~~ Unvouchered Funds under permanent or indefinite appointments, regardless of whether the employee is stationed in the United States or abroad. It will not apply to temporary employees, i.e., employed for specific periods of less than one year, except temporary employees formerly covered by the Retirement Act who have been employed or re-employed without break in Government service. It does not apply to foreign nationals, agents or others engaged under contract and who are not appointed by a duly authorized Personnel officer. The rate of salary deductions for contributions to the Retirement program is (since 11 July 1948) 6% of the employee's gross salary.

AUTHORITY

2. The basic law relating to retirement of individuals in the Government service is the United States Civil Service Retirement Act of 22 May 1920 as amended (5 U.S.C.A. 691-736). Section 693 (a) provides in effect that the Retirement Act shall apply to all officers and employees in or under the executive, judicial, and legislative branches of the United States Government. Section 722 provides that every employee coming within the provisions of the Retirement Act shall be deemed to consent and agree to the deductions from salary, pay, or compensation as provided in the Act. Payment less such deductions shall be a full and complete discharge and acquittance of all claims and demands whatsoever for all regular services rendered by such employee during the period covered by such payment.

CREDIT FOR PAST SERVICE

3. The established procedure for obtaining credit for past service is:
- Each employee who so desires may deposit with the Treasurer of the United States the prescribed retirement deduction amount covering the period of his past creditable Government service.
 - Every employee who has at any time received a refund and desires to receive annuity benefits for all periods of employment must make a re-deposit of the amount refunded, plus interest. Unless the re-deposit is made by the employee, no credit will be allowed for the period of service covered by the refund in computing the annuity benefits to the employee or his qualified survivors. The re-deposit may not be made by a survivor after the death of the employee. However, this procedure cannot be followed by employees paid from Confidential Funds for the reason that in so doing, identification with the Agency would be established, thereby violating cover. It is, therefore, necessary for employees paid from Confidential Funds to delay deposits for periods of previous creditable service until the employee (a) is transferred to a vouchered funds payroll, (b) resigns from the Agency, (c) retires.

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PROCEDURE FOR APPLICATION FOR CREDITABLE GOVERNMENT SERVICE

4. When an employee is transferred to the vouchered funds payroll and desires to obtain credit for past service, Standard Form 103 should be completed. Assistance may be obtained from either Confidential Funds or Fiscal Payroll Divisions. When Form 103 is completed, indicating periods of employment covered either by refund of contributions or by period of non-deductions for retirement, the form is forwarded to the Civil Service Retirement Division where computation of the amount owed is made. The Civil Service Retirement Division then contacts the employee direct for payment of the amount due in order to receive credit towards annuity benefits for these periods.

EFFECT OF INABILITY TO MAKE DEPOSITS FOR PAST SERVICE

5. Failure to make deposits for past creditable service will not deprive the employee of credit for the service rendered but his annuity will be reduced by the amount such deposit would purchase unless he shall elect to eliminate such service entirely from credit under the retirement act. Since the employee's retirement fund draws interest (at the rate of 3% as of the beginning of 1948), it is generally to his advantage to make such deposit. It is suggested, therefore, that since such deposits cannot be made for security reasons, employees who are financially able to do so invest an amount equal to the allowable deposit in U. S. savings bonds, the interest on which will, to a great extent, nullify the disadvantage to the employee for his inability to make the retirement deposit directly.

CREDIT FOR MILITARY SERVICE

6. Under Public Law 426, referred to above, veterans need not make any payment to the fund to receive full credit for their military service, provided that an employee must have at least five years service exclusive of such military service to be eligible for an annuity. All military time is computed on the basic formula just as though salary deductions had been made for that period of their federal service.

VOLUNTARY CONTRIBUTIONS

7. After transferring from the Confidential Funds payroll, employees may increase the annuity payable on retirement by making voluntary contributions in multiples of \$25.00 but not to exceed 10% of the annual base pay for service since August 1, 1920. These contributions earn interest at 3% compounded annually. In the event of death or separation, the amount of the contribution plus interest will be paid to the employee, his beneficiary or his estate, as appropriate.

INQUIRIES

8. For additional information, all employees are referred to the Civil Service Commission pamphlet entitled "Recent Changes in the Federal Civil Service Retirement System." (Based on the Langer - Chaney - Stevenson Act of February 26, 1948). Official inquiries may be directed to the Personnel Office and the Fiscal and Confidential Funds Payroll Sections.

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CENTRAL INTELLIGENCE GROUP
Washington, D. C.

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MEMORANDUM
NUMBER [REDACTED]*Adm. [REDACTED]**28 Aug*

1947

SUBJECT: Retirement Status of Persons Paid from Unvouchered Funds

I. Application: This memorandum will apply to all employees who are paid from Unvouchered Funds under permanent or indefinite appointments and whose positions are classified in accordance with the Classification Act of 1923 as amended, regardless of whether the employee is stationed in the United States or abroad. It will not apply to temporary employees, i.e., employed for less than one year or to individuals engaged under authority of OSO projects.

II. Authority: The basic law relating to retirement of individuals in the Government service is the United States Civil Service Retirement Act of 22 May 1920 as amended (5 U.S.C.A. 691-736). Section 693(a) provides in effect that the Retirement Act shall apply to all officers and employees in or under the executive, judicial, and legislative branches of the United States Government. Section 722 provides that every employee coming within the provisions of the Retirement Act shall be deemed to consent and agree to the deductions from salary, pay, or compensation as provided in the Act, and payment less such deductions shall be a full and complete discharge and acquittance of all claims and demands whatsoever for all regular services rendered by such employee during the period covered by such payment.

III. Application of Act to CIG Employees: Employees of CIG who are paid from Unvouchered Funds are entitled to the benefits of the Civil Service Retirement Act to the same extent as persons paid from Vouchered Funds. It will be the policy of this agency to require deductions to be made for retirement from the

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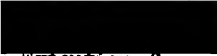
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salaries of those persons paid from Unvouchered Funds who are within the purview of the Act. Effective with the first pay period after the date hereof, retirement deductions at the rate provided for by law (now set at 5%) will be made from the pay of all employees to whom this directive is applicable.

IV. Credit for Past Service: Credit for past service will be granted in accordance with Section 736b of the Act. Each employee who so desires may deposit with the Treasurer of the United States the prescribed retirement deduction amount covering the period of his past Government service. Failure to make such deposit will not deprive the employee of credit for the service rendered, but his annuity will be reduced by the amount such deposit would purchase unless he shall elect to eliminate such service entirely from credit under the Retirement Act. As an employee's retirement fund account draws interest at the rate of 4%, it is generally to his advantage to make the deposit if financially able to do so.

V. Inquiries: All inquiries concerning retirement deductions, coverage, benefits, deposits to cover past service, and other pertinent matters should be directed to the Chief, Personnel Division, OSO, for persons assigned to OSO, and to the Chief, Special Services Division, Budget and Finance Branch, A&M, for persons in other Offices and Staff Sections of CIG.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Executive for
Administration and Management

Distribution A

SECRET

STANDARD FORM NO. 64

SECRET

Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer

DATE: 22 September 1949

FROM : Budget Officer

SUBJECT: Revised Instruction Pertaining to Retirement Status of Unvouchered Employees.

1. There is attached a draft of a proposed Administrative Instruction which rescinds Administrative Instruction [REDACTED] and also CIA [REDACTED]. The proposed draft has been coordinated with the Confidential Funds Branch and in accordance with the comments made by [REDACTED] of the General Counsel it is agreed that the sentence appearing in the first paragraph pertaining to the inapplicability of retirement deductions should be deleted.

2. Since the Payroll Divisions of the Confidential Funds and Fiscal Branches are the organizational units primarily concerned with retirement deductions and related problems, coordination with the Personnel Officer was considered unnecessary.

3. It will be appreciated if you will take the necessary action to have the proposed Instruction issued in the normal manner in the Administrative Instruction series as required by a recent memorandum issued by the Executive, CIA.

[REDACTED]
E. R. SAUNDERS

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UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET <small>(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</small>			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
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1	[REDACTED]	<i>HEW</i>	9-22-49
2	209 Central Building		
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1	[REDACTED]	<i>W</i>	9-13-49
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☐ RETURN

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☐ PREPARATION OF REPLY

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☐ CONCURRENCE

☐ RECOMMENDATION

☐ FILE

REMARKS: The proposed Administrative Instruction appears to be adequate with the exception of the following sentence of the first paragraph: "It does not apply to foreign nationals, agents or others engaged under contract and who are not appointed by a duly authorized Personnel Officer."

Under established policies and procedures, this sentence is inaccurate since those falling

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FORM NO. 30-4
SEP 1947

into the category of Career Agent are engaged under contract, are not appointed by a duly authorized Personnel Officer, and are subject to salary deductions for contributions to the Retirement Fund. The sentence concerned, as presently drafted, would appear to cover the category of Staff Agent, and this would be contrary to established policies and procedures.

This office therefore concurs subject to the above observations.

~~SECRET~~ - confidential (?)

8 September 1949

ADMINISTRATIVE INSTRUCTION
NO.

SUBJECT: Retirement Status of Persons Paid from Unvouchered Funds

RECISSIONS: Administrative Instruction [redacted] dated 28 August 1947,
(CIA Notice [redacted] dated 23 March 1949)1. APPLICATION

a. This memorandum will apply to all employees who are paid from Unvouchered Funds under permanent or indefinite appointments, regardless of whether the employee is stationed in the United States or abroad. It will not apply to temporary employees, i.e., employed for specific periods of less than one year, except temporary employees formerly covered by the Retirement Act who have been employed or re-employed without break in Government service. ~~It does not apply to foreign~~ *delete*
~~nationals, agents or others engaged under contract and who are not appointed by a duly authorized Personnel officer.~~ The rate of salary deductions for contributions to the Retirement program is (since 11 July 1948) 6% of the employee's gross salary.

*unessential*2. AUTHORITY

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a. The basic law relating to retirement of individuals in the Government service is the United States Civil Service Retirement Act of 22 May 1920 as amended (5 U.S.C.A. 691-736). Section 693 (a) provides in effect that the Retirement Act shall apply to all officers and employees in or under the executive, judicial, and legislative branches of the United States Government. Section 722 provides that every employee coming within the provisions of the Retirement Act shall be deemed to consent and agree to the deductions from salary, pay, or compensation as provided in the Act. Payment less such deductions shall be a full and complete discharge and acquittance of all claims and demands whatsoever for all regular services rendered by such employee during the period covered by such payment.

*unessential*3. CREDIT FOR PAST SERVICE

a. The established procedure for obtaining credit for past service is:

(1) Each employee who so desires may deposit with the Treasurer of the United States the prescribed retirement deduction amount covering the period of his past creditable Government service.

(2) Every employee who has at any time received a refund and desires to receive annuity benefits for all periods of employment

by retirement (uncovered)~~SECRET~~

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must make a re-deposit of the amount refunded, plus interest. Unless the re-deposit is made by the employee, no credit will be allowed for the period of service covered by the refund in computing the annuity benefits to the employee or his qualified survivors. The re-deposit may not be made by a survivor after the death of the employee.

b. However, this procedure cannot be followed by employees paid from Confidential Funds for the reason that in so doing, identification with the Agency would be established, thereby violating cover. It is, therefore, necessary for employees currently paid from Confidential Funds to delay deposits for periods of previous creditable service until the employee (a) is transferred to a vouchered funds payroll, (b) resigns from the Agency, or (c) retires.

4. PROCEDURE FOR APPLICATION FOR CREDITABLE GOVERNMENT SERVICE

a. When an employee is transferred to the vouchered funds payroll and desires to obtain credit for past service, Standard Form 103 should be completed. Assistance may be obtained from either Confidential Funds or Fiscal Payroll Divisions. When Form 103 is completed, indicating periods of employment covered either by refund of contributions or by period of non-deductions for retirement, the form is forwarded to the Civil Service Retirement Division where computation of the amount owed is made. The Civil Service Retirement Division then contacts the employee direct for payment of the amount due in order to receive credit towards annuity benefits for these periods.

5. EFFECT OF INABILITY TO MAKE DEPOSITS FOR PAST SERVICE

a. Failure to make deposits for past creditable service will not deprive the employee of credit for the service rendered but his annuity will be reduced by the amount such deposit would purchase unless he shall elect to eliminate such service entirely from credit under the Retirement Act. Since the employee's retirement fund draws interest (at the rate of 3% as of the beginning of 1948), it is generally to his advantage to make such deposit. It is suggested, therefore, that since such deposits cannot be made for security reasons, employees who are financially able to do so invest an amount equal to the allowable deposit in U. S. savings bonds, the interest on which will, to a great extent, nullify the disadvantage to the employee for his inability to make the retirement deposit directly.

6. CREDIT FOR MILITARY SERVICE

a. Under Public Law 426, referred to above, veterans need not make any payment to the fund to receive full credit for their military service, provided that an employee must have at least five years service exclusive of such military service to be eligible for an annuity. All military time is computed on the basic formula just as though salary deductions had been made for that period of their federal service.

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7. VOLUNTARY CONTRIBUTIONS

Unsubscribed

a. After transferring from the ~~Confidential~~ Funds payroll, an employee may increase the annuity payable on retirement by making voluntary contributions in multiples of \$25.00 but not to exceed 10% of the annual base pay for service since August 1, 1920. These contributions earn interest at 3% compounded annually. In the event of death or separation, the amount of the contribution plus interest will be paid to the employee, his beneficiary or his estate, as appropriate.

8. INQUIRIES

a. For additional information, all employees are referred to the Civil Service Commission pamphlet entitled "Recent Changes in the Federal Civil Service Retirement System." (Based on the Langer-Chaney - Stevenson Act of February 28, 1948). Official inquiries may be directed to the Personnel Office and the Fiscal and Confidential Funds Payroll Sections.

FOR THE DIRECTOR:

CONCURRENCES:

_____	_____
	Date
_____	_____
	Date
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	Date

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CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

13 December 1949

SUBJECT: Retirement Deductions from Confidential Funds

25X1A

RESCISSION: Administrative Instruction [REDACTED] dated 28 August 1947.

1. All employees paid from confidential funds are subject to retirement deductions as provided by law. The current deduction rate is 6% of base salary.

2. Failure to make deposits for past creditable service will not deprive employees of credit for the service rendered but the annuity will be reduced by the amount such deposit would purchase. Veterans are given full credit for military service without deposits for deductions which were not made provided they have at least five years service exclusive of military service.

3. Additional information can be obtained from the Civil Service Commission Pamphlet "Recent Changes in the Federal Civil Service Retirement System" and from the Employees or Finance Divisions.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]
Captain, USN
Executive

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

5 January 1950

SUBJECT: Retirement Deductions and Redeposit of Civil Service
Retirement Refunds.

STATINTL

RESCISSION: Administrative Instruction [REDACTED] dated 13 December 1949.

1. Retirement Deductions

a. All CIA employees are subject to retirement deductions as provided by law. The current deduction rate is six per cent of base salary.

2. Redeposit of Civil Service Retirement Refunds

a. Every employee who has at any time received a refund and desires to receive annuity benefits for all periods of employment must make a redeposit of the amount refunded plus interest.

b. Unless the redeposit is made by the employee, no credit will be allowed for the period of service covered by the refund in computing the annuity benefits to the employee or his qualified survivors.

c. The redeposit should be made without delay for the following reasons:

(1) The redeposit may not be made by a survivor after the death of the employee.

STATINTL

(2) Delay in making the repayment results in added interest charges.

d. Failure to make deposits for past creditable service will not deprive employees of credit for the service rendered but the annuity will be reduced by the amount such deposit would purchase.

e. Veterans are given full credit for military service without deposits for deductions which were not made provided they have at least five years service exclusive of military service.

f. Additional information can be obtained from the Civil Service Commission Pamphlet "Recent Changes in the Federal Civil Service Retirement System" and from the Employees Division, Special Support Staff, or Personnel Division, Administrative Staff.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
Acting Executive

DISTRIBUTION: ALL CIA EMPLOYEES

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C O P Y

CENTRAL INTELLIGENCE GROUP AGIL
Washington, D. C.

STATINTL

ADMIN. INSTRUCTION
MEMORANDUM
NUMBER [REDACTED]

28 August 1947

SUBJECT: Retirement Status of Persons Paid from Unvouchered Funds

I. Application: This memorandum will apply to all employees who are paid from Unvouchered Funds under permanent or indefinite appointments and whose positions are classified in accordance with the Classification Act of 1923 as amended, regardless of whether the employee is stationed in the United States or abroad. It will not apply to temporary employees, i.e., employed for less than one year or to individuals engaged under authority of OSO projects.

II. Authority: The basic law relating to retirement of individuals in the Government service is the United States Civil Service Retirement Act of 22 May 1920 as amended (5 U.S.C.A. 691-736). Section 693 (a) provides in effect that the Retirement Act shall apply to all officers and employees in or under the executive, judicial, and legislative branches of the United States Government. Section 722 provides that every employee coming within the provisions of the Retirement Act shall be deemed to consent and agree to the deductions from salary, pay, or compensation as provided in the Act, and payment less such deductions shall be a full and complete discharge and acquittance of all claims and demands whatsoever for all regular services rendered by such employee during the period covered by such payment.

III. Application of Act to CIG Employees: Employees of CIG who are paid from Unvouchered Funds are entitled to the benefits of the Civil Service Retirement Act to the same extent as persons paid from Vouchered Funds. It will be the policy of this agency to require deductions to be made for retirement from the salaries of those persons paid from Unvouchered Funds who are within the purview of the Act. Effective with the first pay period after the date hereof, retirement deductions at the rate provided for by law (now set at 5%) will be made from the pay of all employees to whom this directive is applicable.

IV. Credit for Past Service: Credit for past service will be granted in accordance with Section 736b of the Act. Each employee who so desires may deposit with the Treasurer of the United States the prescribed retirement deduction amount covering the period of his past Government service. Failure to make such

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RENUMBERED PER CIA GENERAL ORDER [REDACTED]

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deposit will not deprive the employee of credit for the service rendered, but his annuity will be reduced by the amount such deposit would purchase unless he shall elect to eliminate such service entirely from credit under the Retirement Act. As an employee's retirement fund account draws interest at the rate of 4%, it is generally to his advantage to make the deposit if financially able to do so.

V. Inquiries: All inquiries concerning retirement deductions, coverage, benefits, deposits to cover past service, and other pertinent matters should be directed to the Chief, Personnel Division, OSO, for persons assigned to OSO, and to the Chief, Special Services Division, Budget and Finance Branch, A&M, for persons in other Offices and Staff Sections of CIG.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL


Executive for
Administration and Management

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

5 January 1950

STATINTL

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(2) Delay in making the repayment results in added interest charges.

d. Failure to make deposits for past creditable service will not deprive employees of credit for the service rendered but the annuity will be reduced by the amount such deposit would purchase.

e. Veterans are given full credit for military service without deposits for deductions which were not made provided they have at least five years service exclusive of military service.

f. Additional information can be obtained from the Civil Service Commission Pamphlet "Recent Changes in the Federal Civil Service Retirement System" and from the Employees Division, Special Support Staff, or Personnel Division, Administrative Staff.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
Acting Executive

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Washington, D. C.

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ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

13 December 1949

SUBJECT: Retirement Deductions from Confidential Funds

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]
Captain, USN
Executive

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CENTRAL INTELLIGENCE GROUP
Washington, D. C.

28 August 1947

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MEMORANDUM
NUMBER [REDACTED]

SUBJECT: Retirement Status of Persons Paid from Unvouchered Funds

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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